

PRESERVATION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Preservation Manager exists is to serve as the principal land management steward of the Preserve, and liaison with city staff, professional and civic interest groups and the general public on day-to-day matters related to the Preserve in the Preservation Department. This classification is supervisory. Exercises considerable initiative and independent judgment in performing duties, and reports to the Preservation Director.

ESSENTIAL FUNCTIONS

Serves as Preserve steward creating and implementing techniques, actions and policy and ordinance recommendations in cooperation with others to foster the sustainability of the natural environment and ecosystems.

Manages and coordinates planning for and development of the trail system, access area amenities, and other activities in the Preserve.

Conducts extensive fieldwork and on-site investigation and analysis throughout the Preserve.

Embraces the concept of teaming with other city staff to accomplish tasks in an efficient and coordinated manner, and to ensure a balanced perspective emerges on issues.

Trains, supervises, evaluates and assists in the hiring of maintenance technicians, outdoor specialists, administrative staff and Preserve volunteers.

Builds working relationships, creates partnerships and represents the city with community and professional interest groups, such as the McDowell Sonoran Land Trust; volunteers; and with open space, parks and preservation advocates in other communities.

Conducts community outreach and public involvement activities.

Develops, justifies and monitors the operating and maintenance elements of the Preserve Division budget.

Collects, develops and interprets statistical information. Prepares public and administrative reports. Makes public presentations to the McDowell Sonoran Preserve Commission, other city boards and commissions, the City Council and civic and professional groups and organizations.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles of environmental land management and stewardship, trail design and construction, and maintenance methods in natural open space areas.

Ability to:

Operates a variety of standard office equipment, including personal computer word processing and other software and a motor vehicle that requires continuous, repetitive arm, hand and eye movement.

Apply planning principles to work assignments and to develop creative solutions to issues or problems.

Collect and analyze data.

Communicate verbally and in writing.
Interpret City ordinances and policies.
Establish and maintain effective working relationships with city officials, other professionals, governmental jurisdictions, citizens, and co-workers.
Work with diverse community interest groups to achieve consensus on issues and to develop public policy recommendations.
Travel over rough, uneven or rocky surfaces.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in public or business administration, environmental studies, planning or a closely related field, and two years of professional parks, recreation or planning experience. Public sector experience preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified